

**Candidate Qualification Worksheet  
Transportation Technician II or III In-Grade Promotion  
(Request for Review)**

**Employees must be working on construction projects assigned by a Resident Engineer.  
Employees must also be working in maintenance.**

**Instructions**

It is the Transportation Technician's responsibility to initiate the Review process by completing and signing the Candidate Qualification Worksheet. Upon completion, the applicant will give the Supervisor's Rating sheets (2) to his/her station supervisor and the Resident Engineer who will, within 10 working days, complete the Supervisor's Rating sheets, add any comments and sign where indicated. *There is no minimum rating requirement from supervisors. However, a poor rating or lack of support from the Resident Engineer or Station Supervisor may indicate problems that are beyond the scope of the Review Board and should be dealt with through the performance evaluation process.*

**Section 1- Personal Information**

Fill in the blanks as requested; all fields are required.

Date of Hire: Date you became a career service schedule B employee. Verified through personnel records.

**Section 2 - Experience**

List highway related experience and positions held in construction, and maintenance by date, starting with the most recent. Include any seasonal employment with the Department. A Transportation Technician II or III must be working in both maintenance and construction to be eligible for an in-grade promotion. To qualify for a Transportation Technician III reclassification the employee must be working in both maintenance and construction.

**Section 3 - Certifications**

List any certificates you currently hold and their expiration dates. Attach copies for verification

**Section 4 – TEP Completion**

A Transportation Technician II or III must have satisfactorily completed the TEP Program to be eligible for an in-grade promotion. If you have completed T<sup>3</sup>, M3 or NICET level IV please see page 7 of this document for addition classes that are required to complete the TEP Program.

**Section 5 - Additional Transportation Training (other than TEP, T<sup>3</sup>, M3 or NICET)**

List transportation related training courses you have attended such as; Suretrak, Microstation, CADD, NHI, HMA, etc., within the last 2 years

**Section 6 - References**

Give the name, position held, and phone number of three co-workers, (at least one from construction and one from maintenance) other than your Resident Engineer or Station Supervisor, that have intimate knowledge of your work habits, skills and abilities.

**Candidate Qualification Worksheet**  
**Transportation Technician II or III In-grade Promotion**

## 1. Personal Information

Name _____	Date of Hire _____
Employee ID # _____	Org _____
Region/Group _____	Phone No. _____
Maintenance Supervisor's Name _____	Phone No. _____
Construction Supervisor's Name _____	Phone No. _____

2. Experience (*Duties, assignments, accomplishments related to highway, construction, maintenance*)

--

3. Certifications (*Traffic Control, WAQTC, ACI, etc.*) (*Attach copies where applicable*)

Type: _____	
Expiration Date: _____	
Type: _____	
Expiration Date: _____	
Type: _____	
Expiration Date: _____	
Type: _____	
Expiration Date: _____	

4. Education (*attach copy of Certification or notification of completion*)

TEP Completion Date: _____	
If you have completed T <sup>3</sup> or M3, or NICET Level IV please see page 7 of this document for additional classes that are required to obtain TEP completion.	

5. Additional transportation related Training ( *Suretrak, Microstation, CADD, NHI, etc.*)

Course	Date

6. References: *List three co-workers familiar with your work habits (at least one in maintenance & one in construction)*

Name	Position	Phone #'s

*I affirm that this worksheet, and any additional documentation, contains no misrepresentation or falsification and that the information is true and complete to the best of my knowledge.*

---

*Applicant's Signature*

---

*Date*

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

### SUPERVISOR REVIEW CONSTRUCTION

Resident Engineer Rating		Rating
Knowledge of assigned duties	(0 - 10)	
Partnering (Participation & Cooperation)	(0 - 10)	
Follows Safety Procedures	(0 - 10)	
Interaction with contractors	(0 - 10)	
Interaction with public	(0 - 10)	
Attendance	(0 - 10)	
Documentation	(0 - 10)	
Flexibility (willingness to work in other areas)	(0 - 10)	
Works well with other crew members	(0 - 10)	
Objective monitoring and enforcement of contract specifications	(0 - 10)	
100 points possible	Total	

<p>This employee has had opportunity to work in UDOT Maintenance.          Yes _____ No _____ If no, please explain:</p>       <p>(If “no” the employee is not eligible for an in-grade promotion.)</p>
--

*I verify that the above named employee has completed the minimum requirements for an in-grade promotion under UDOT Policy and recommend him/her for advancement. I verify that the above named employee does work in maintenance on a regular basis.*

<p><i>Comments:</i></p>
-------------------------

\_\_\_\_\_  
*Resident Engineer (Please Print Name)*

\_\_\_\_\_  
*Resident Engineer's Signature*

\_\_\_\_\_  
*Date*

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

### SUPERVISOR REVIEW MAINTENANCE

Area Supervisor/Station Supervisor Rating		Rating
Knowledge of assigned duties	(0 - 10)	
Ability to oversee/run a project	(0 - 10)	
Follows Safety Procedures	(0 - 10)	
Interaction with suppliers / knowledge of procurement rules	(0 - 10)	
Interaction with public / stakeholders	(0 - 10)	
Attendance	(0 - 10)	
Knowledge of budget and MMQA	(0 - 10)	
Flexibility (willingness to work in other areas)	(0 - 10)	
Works well with other crew members	(0 - 10)	
Proficient in the operation of required maintenance equipment plus care and use of tools and equipment	(0 - 10)	
100 points possible	Total	

This employee has had opportunity to work in UDOT Construction  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

(If "no" the employee is not eligible for an in-grade promotion.)

*I verify that the above named employee has completed the minimum requirements for an in-grade promotion under UDOT Policy and recommend him/her for advancement. I verify that the above named employee does work in construction on a regular basis.*

*Comments:*

\_\_\_\_\_  
 Station Supervisor/ Area Supervisor (Please Print Name)

\_\_\_\_\_  
 Station Supervisor/ Area Supervisor's Signature

\_\_\_\_\_  
 Date

**Review Board Worksheet**  
**Transportation Technician Series**  
**Transportation Technician II or III In-grade Promotion**

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

<b>Mandatory UDOT Education and Experience</b>	<b>Date Completed</b>
Satisfactorily completion of TEP Program (Through level IV) or equivalent	
Verification of regularly working on a construction project assigned by a Resident Engineer. Verification of working in maintenance	
Review	

***PLEASE NOTE:*** Transportation Technicians can receive one in-grade promotion (two step within the salary range) in their career with UDOT, either at a level II or III, but not both levels.

**Review Board Worksheet**  
**Transportation Technician Series**  
**Transportation Technician II or III In-grade Promotion**

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

<b>Mandatory UDOT Education</b>					
<b>Education requirements for M3 graduates</b>	<b>Date Completed</b>	<b>Education requirements for NICET – level IV</b>	<b>Date Completed</b>	<b>Education requirements for T<sup>3</sup> graduates</b>	<b>Date Completed</b>
Plan Reading I		Plan Reading I		MMS I	
Plan Reading II		Plan Reading II		MMS II	
Inspection and Documentation I		Inspection and Documentation I		MMQA I	
Inspection and Documentation II		Inspection and Documentation II		MMQA II	
Inspection and Documentation III		Inspection and Documentation III		Equipment Management	
Inspection and Documentation IV		Inspection and Documentation IV		Maintenance Academy	
Structures		Structures			
Calculator II		Calculator II			
Curves/GLO		English IV			
Basic Survey		TEP Math III			
Materials		Materials			
Environmental		Environmental			
MMS I		Curves/GLO			
MMS II		Basic Survey			
MMQA I		MMS I			
MMQA II		MMS II			
GPS/GIS (Survey)		MMQA I			
		MMQA II			
		Equipment Management			
		Maintenance Academy			
		Management			
		GPS/GIS (Survey)			
		Computer Literacy			
		Word – Beginning			
		Word - Intermediate			
		Excel - Beginning			
		Excel - Intermediate			